|  |  |
| --- | --- |
| **Title and code** of the subjec:  **Professional Language Skills MTM7NY2** | **ECTS Credit Points: 3** |
| **Type** of the subject: optional | |
| **Ratio of theory and practice:** (credit%) **0/100** | |
| **Type and number of classes per semester**: - 0 hour(s) lecture and 28 hour(s) practice per **semester**  Number of classes per week: 0+2 (lecture and seminar) | |
| **Type of exam**: **practical course mark** | |
| **Subject in the curriculum:** semester 2 | |
| Preliminary requirements:- B2 level | |

|  |
| --- |
| **Summary of content - theory**: Description of goal:  The main goal of the classes is to acquire the essence of oral communication, its general connection system, as well as the components of communication, and to get introduced to the professional and human communication. Students will get acquainted with the rhetorical and the negotiation technique methods, and based on these, with practice through profession related situations. |
| Course objectives:   |  |  | | --- | --- | |  | | | 1. 1. | Presentation techniques I (definitions, layers, types) | | 1. 2. | Presentation techniques II (professional presentation methods) | | 1. 3. | The logical construction of presentation, the effective approach of a target group | | 1. 4. | The SPAM method, 1st Student Presentation practice | | 1. 5. | Workshop-training | | 1. 6. | Practice for professional writing | | 1. 7. | Midterm exam | | 1. 8. | Strategies for reading profession related texts | | 1. 9. | The use of the logical matrix and the SWAT analysis in the presentation technique | | 1. 10. | Exercises to improve debate skills | | 1. 11. | Profession related listening exercises | | 1. 12. | . Profession related listening exercises | | 1. 13. | Sources and possibilities of independent study | | 1. 14. | End term, Evaluation | |
| **Summary of content - practice**: |
| Skills to be learnt   |  |  | | --- | --- | | 1. 1. | Profession-related writing, speaking, reading comprehension and listening comprehension | | 1. 2. | Profession-related vocabulary building, writing, speaking listening and reading comprehension | | 1. 3. | Presentation skills, reading comprehension and listening comprehension, profession-related writing | | 1. 4. | Developing profession-related literacy, speaking, reading and listening comprehension, | | 1. 5. | Speaking and presenting, reading comprehension and listening comprehension tasks, and profession-related writing. | | 1. 6. | The situational dialogues, reading comprehension and listening comprehension tasks, and writing formal letters on a given topic | | 1. 7. | A survey of the skills and knowledge acquired thus far | | 1. 8. | Presentation, reading comprehension and listening comprehension tasks, and profession-related writing. | | 1. 9. | Profession-related conversation, reading comprehension and listening comprehension tasks, and profession-related writing | | 1. 10. | Profession-related conversation, critical thinking, reading comprehension and listening comprehension tasks, and writing essays. | | 1. 11. | Presentation, reading comprehension and listening comprehension tasks, and profession-related conversation writing | | 1. 12 | Speaking and presentation, reading comprehension and listening comprehension tasks, and profession-related conversation writing | | 1. 13. | Essay writing, speaking, reading comprehension and listening comprehension | | 1. 14. | A survey of the skills and knowledge acquired throughout the semester | |
| **Literature, handbooks in English** |
| ANDREWS, P. H. & BAIRD, J. E. (2000): Communication for Business and the Professions 8th Edition. Waveland Press, Long Grove, IL. ISBN-13: 978-1577663799, 720 old.  COOPMANN, S. J. & LULL, J. (2015): Public Speaking: The Evolving Art, 3rd Edition. Boston, MA. ISBN-10: 1285432827, 416 old.  HOSTETLER, M. & KAHL, M. (2012): Advanced Public Speaking: A Leader's Guide. Routledge: N.Y. ISBN-10: 0205740014, 240 old.  WIWCZAROSKI, T.B. (2007): Writing and Professional Communication. Debrecen, 97 old.  ZAREFSKY, D. (2011). Public speaking: strategies for success. Boston, Allyn & Bacon. ISBN-13: 978-0205857265, 528 old. |
| **Competencies gained** *(acc. to the Regulation on training and outcome requirements)*  Profession-related speaking reading, listening and writing competencies |
| 1. **Knowledge**   The students will have a stable knowledge of English in the presentation and specialized communication skills as well, they will know the most important connections, theories, the concept systems that build these up, and also the specialized and rhetorical requirements.  They will know the different levels of the functions of English language communication in managerial positions, as well as the conflict management techniques.  They will know the professional and effective methods and tools of English oral communication.  **b) Skills**  The students will be able to execute in practice the different functions of the managerial activities, to motivate the subordinates in English.  They will be able to state their opinions in English, and to participate in debates.  They will be able to use up-to-date informational tools (database management, data analysis, decision supporting system), professional and effective English oral communication.  They will be able to authentically and socially coherently convey their profession.  **c) Attitude**  The students will undertake the comprehensive and special relations and the profession-related identity that constitute the unique character, and the personal and community role of their field of expertise.  He is an initiator, is unhesitating, perseverant, yet accepts the critical remarks in English that are well-based in his field of expertise.  He is critical and demanding with himself.  Susceptible towards getting to know and using effective, modern, innovative and solution-providing tools, methods, techniques, models and procedures.  Recognizes values and makes decision according to those.  Recognizes and accepts the risks and barriers of his decisions.  Sober-minded, makes decisions according to aspects of his profession, and can represent those consequently.  The students will be able to genuinely relay their field of expertise.  **d) Autonomy and Responsibility**  He has great independence in the developing of the overall and special profession-related questions, in representing the viewpoints of his profession within the unit that he is the leader of, in English.  He is able to take responsibility for the above mentioned.  Takes responsibility for his decisions.  He is able to state his point of view in social, agrarian and special, profession-related questions in English and is able to defend his standpoint in a debate in English. |

|  |
| --- |
| **Responsible lecturer: Dr. Mária Czellér, associate professor, PhD** |
| **Other lecturer(s): Dr. János Farkas** |
| **Terms of course completion:** |
| Completing assignments / exercises |
| **Form of examination:** |
| Continuous tests orally and written. A term mark to be given at the end of the semester |
| **Requirement(s) to get signature:** |
| Absence as regards class attendance (3 allowed absences per semester) |
| **Exam questions:** |
| No exam. |